August 24, 2004

Town of Westfield, IN
Digital As-Built Record Drawing Submittal Requirements

1. All files shall be submitted on CD-ROM in a jewel case **without** using file compression.

2. CD Label shall include:

    a. Engineering Company Name
    b. Project Name (I.E. Subdivision Name Sect. 99 A)
    c. Date that data is burnt onto CD
    d. Designate CD as: Construction Plan or As-Built

3. Files shall be submitted in AutoCAD.dwg format (2000 or earlier).

4. The following guidelines are to be used for the data to be included on the CD:
    a. An overall site plan including only the information for the section being submitted as the construction plan or As-Built.
    b. No existing or proposed utilities shall be included in the As-Built file.
    c. As-Built, Plan and Profile sheets for all Storm and Sanitary Sewer lines.
    d. As-Built Water Main lines and laterals constructed.
    e. In the As-Built submittal, include all other drawings from the original construction plan submittal set. Note: have the files in separate folders representing construction and As-Built documents.
    f. It is **not** necessary to submit copies of the Westfield Standard Detail sheets.
    g. Electronic Structure and Pipe Data Table using the templates **WPWD_Digital_Structure_and_Pipe_Data_Table (V 1.0).xls**
        i. Note: These templates are available for download via the internet at the following link: http://www.wpwd.org under Development / Construction, or by request to WPWD.
    h. If a Secondary Plat is applicable, it must be in the State Plane Coordinates).
    i. Pen table (.ctb) file containing the correct settings to plot files.

5. The overall site plan must be submitted on the Indiana State Plane Coordinate System East Zone, NAD 1983 Datum. All submittals shall be submitted in US Survey feet coordinates. Said file shall contain only those utilities and structures that were as-built. All other line work shall be similar to the Plat submittal, representing streets, walks, lot lines, easements and detention/retention areas. Do not include title block in overall file. All text pertaining to utilities shall reflect as-built conditions. Note items 7-20 below.

6. Each sheet of the plan set shall be a separate file containing only one layout (paper space) view. The Title block for each drawing shall be in paper space with the view set to match the original plan sheet submittal hard copy format. Multiple layout views will not be accepted. Digital professional seals are not required. Each sheet representing an as-built record drawing shall be marked as such in the file via a block or visible text string. Each sheet shall be submitted such that they may be printed as they were submitted. Note items 7-10, 19, and 20 below.

7. Do not use fonts or line-types that are not AutoCAD standard. All utility line-work, blocks, and text shall be standard AutoCAD. Line-work and objects related to said utilities displayed as third party software entities (AEC objects as an example, proxy graphics) will not be accepted.

8. If multiple sections of a project are being submitted, files shall be placed in separate directories on the cd. Care should be taken not to include information that does not pertain to the utilities constructed as part of that section.

9. File names should make “sense” to a viewer who may not be familiar with the consulting firm’s naming conventions and be indicative of the contents of the file.

10. Submitted drawings shall not contain xref files.

    a. Overall file: All xref’s shall be bound using the “insert” command and exploded. Do not explode all the blocks in the drawing. Care must be taken when binding xref’s to avoid duplication of information.
    b. Plan and Profile sheets: All xref’s shall be bound to the drawing.

11. All structures, mains, laterals, and annotations relating to all utilities shall be on separate, logically named layers (i.e. san_text, san_line, san_struct, or similar).

12. Each structure, whether Sanitary, Storm, or Water, shall be represented by a block whose insertion point is located at the structure's as-built location. Said blocks shall have an attribute tag named "Local_Id" and said tag will be populated with the structure name or number.

13. Utility annotation text (including, but not limited to, structure name or number) shall not be displayed as a block or a block attribute, and must be placed on a unique layer (see item 12). All said text shall be standard text, not mtext.

14. Line-work representing utility mains shall be continuous from structure insertion point to structure insertion point. Line segments between structures must be continuous poly-lines. Line-work representing mains shall share a common endpoint (at the block insertion point) with all other line-work connected to that structure. Do not trim lines at the edge of structure symbols. Do not use a continuous poly-line to represent an entire pipe run. Each line must begin and end at a structure insertion point, connecting only two structures per line. Line-work representing laterals must be a continuous poly-line connected to the appropriate main, not a block.

15. Line-work representing utility mains and laterals must be drawn in the direction of flow. Stationing does not have to be changed.

16. Line-work representing the top of bank and normal pool of all detention and retention areas must be included in the drawing, as well as text denoting the size and elevation of said areas.

17. All structure locations and structure numbers indicated in drawing must reflect as-built locations. The proposed structures and mains shall be moved to the correct location. Symbols and line-work representing locations other than those mentioned above shall be deleted. Profiles do not need to be re-drawn, other than as-built text corrections.

18. All easements shall be closed poly-lines, representing "aggregate" areas, not broken by lot lines. As an example, the drainage easement running along the back property line of neighboring lots will be shown as one area.

19. It has been common practice on as-built/record drawings to "cross out" design values and write the as-built value beside the design value. All as-built values shown by this method shall be in parentheses. Ideally, the design value should be replaced with the measured value. All values not crossed out as mentioned above shall be considered as-built. This method shall not be used in the overall file (see item 5).

20. Submittals not meeting these requirements stated herein will be returned to the design firm for correction before acceptance.